

**STATE OF RHODE ISLAND  
BOARD OF ELECTIONS  
ERTS  
USER MANUAL**



# STATE OF RHODE ISLAND BOARD OF ELECTIONS

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## **Introduction**

The **Board of Elections (“Board”)** produced this manual to assist candidates, officeholders, committees and their treasurers with electronic filing of campaign finance reports via the **Electronic Reporting and Tracking System (“ERTS”)**.

If you have any problems or questions not resolved by this manual, please call a member of the campaign staff at (401) 222-2345; meet with a member of the campaign finance staff in person; or email the Board at [campaign.finance@elections.ri.gov](mailto:campaign.finance@elections.ri.gov) .

This **ERTS User Manual** is a “how-to guide” for the electronic filing of campaign finance reports. Candidates, officeholders, committees and their treasurers are strongly encouraged to review the **Campaign Finance Manual** as a resource for campaign finance laws, rules, regulations, and compliance.

## Getting Around in ERTS

Once you login to ERTS, you will start at the **Organization Overview** screen seen below (Figure 1):

The screenshot shows the ERTS Organization Overview page. Annotations include:

- Your campaign name will be displayed here:** Points to the text "Welcome back: JOHN Q CANDIDATE".
- Your last login date is displayed here:** Points to the text "Last Login: May 13 2005 10:08AM".
- Click on the "Help with this page" link to access instructions about the page:** Points to the "Help with this page" link.
- Log off:** Points to the "Log Off" link.
- Navigation Tabs:** Points to the tabs: Overview, Contributions, Expenditures, Filings, Reports, Admin.

The page content includes:

- Account Status:**

Totals	
Ending Balance as of 03/31/2005	\$870.23
Pending Contributions	\$0.00
Pending Expenditures	\$0.00
- Transaction History:**

Transaction Type	Year to Date Totals
Contributions	\$1,645.00
Expenditures	\$974.77
- Reports Due:**

Report Type	Due Date	Report Status	
2005 On-Going Quarterly (2nd)	07/30/2005		<a href="#">View/File</a>
2005 On-Going Quarterly (3rd)	10/30/2005		<a href="#">View/File</a>
2005 On-Going Quarterly (4th)	01/30/2006		<a href="#">View/File</a>
- Board Actions (Fines and Violations):**

Description	Violation Date	Violation Description	Violation Balance
Open	10/05/2004	Late Filing Violation	\$25.00
Open	11/30/2004	Late Filing Violation	\$49.00

Figure 1 - Organization Overview

Reports due, as scheduled by the BOE, are displayed here

A report not filed by its Due Date will have a **Past Due** Report Status

### Navigation Tabs

The *Navigation Tabs* are the primary way to access most areas within ERTS (Figure 1.1).

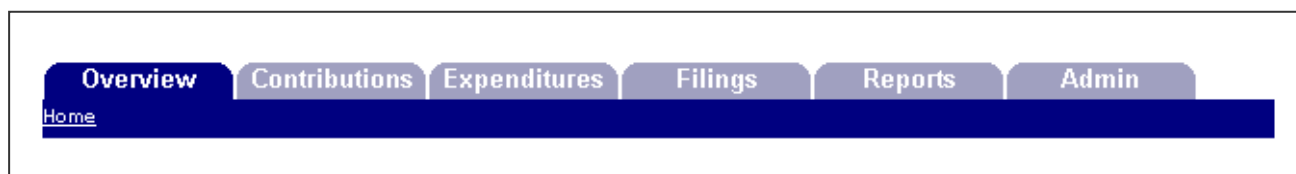







Fig. 1.1 – Navigation Tabs

## Navigation Buttons

	Use this button to return to the previous screen. It is recommended that you use this button instead of the Back button on your Web browser.
	Use to add a new contribution or expenditure
	Use to find a contribution or expenditure that you have already submitted.
	Use to search for an existing donor from a contribution or an existing payee from expenditure.
	Use to submit information to ERTS.



The "[Help with this page](#)" link displayed in the upper left corner of every page is a very useful resource to use while logged into ERTS.

# Organization Overview

Every user begins in the **Organization Overview** area. There are four main sections of the Overview area:

## Account Status (Figure 2)

Information contained in this section includes:

- **Ending Cash Balance:** the ending cash balance of the most recent report received by the BOE.
- **Pending Contributions:** total contributions entered into ERTS, but not contained within a filed report (see page 42 for additional details).
- **Pending Expenditures:** the total expenditures entered into ERTS, but not contained within a filed report (see page 42 for additional details).

## Transaction History (Figure 2)

Information in this section includes:

- **Contributions:** the total of all contributions entered into ERTS for reports that have been "Received by the BOE" during the calendar year.
- **Expenditures:** the total of all expenditures entered into ERTS for reports that have been "Received by the BOE" during the calendar year.

**Organization Overview**

Welcome back: JOHN Q CANDIDATE      Last Login: Apr 14 2005 8:28AM  
[Help with this page](#)      [Log Off](#) | v 1.5.2 (stage)

**Account Status**

Totals	
Ending Balance as of 12/31/2004	\$0.00
Pending Contributions	\$0.00
Pending Expenditures	\$0.00

**Transaction History**

Transaction Type	Year to Date Totals
Contributions	\$0.00
Expenditures	\$0.00

**Reports Due**

Report Type	Due Date	Report Status	
2005 On-Going Quarterly (1st)	04/30/2005	Past Due	<a href="#">View/File</a>
2005 On-Going Quarterly (2nd)	07/30/2005		<a href="#">View/File</a>
2005 On-Going Quarterly (3rd)	10/30/2005		<a href="#">View/File</a>
2005 On-Going Quarterly (4th)	01/30/2006		<a href="#">View/File</a>

**Labels on the right side of the screenshot:**

- Account Status Section
- Totals
- Transaction History
- YTD Totals

Figure 2 – Organization Overview

**Organization Overview**

Welcome back: JOHN Q CANDIDATE      Last Login: Apr 15 2005 8:19AM  
[Help with this page](#)      [Log Off](#) | v 1.5.2 (stage)

**Overview** | Contributions | Expenditures | Filings | Reports | Admin

**Account Status**

Totals	
Ending Balance as of 12/31/2004	\$0.00
Pending Contributions	\$1,345.00
Pending Expenditures	\$974.77

**Transaction History**

Transaction Type	Year to Date Totals
Contributions	\$0.00
Expenditures	\$0.00

**Reports Due**

Report Type	Due Date	Report Status	View/File
2005 On-Going Quarterly (1st)	04/30/2005	Past Due	<a href="#">View/File</a>
2005 On-Going Quarterly (2nd)	07/30/2005		<a href="#">View/File</a>
2005 On-Going Quarterly (3rd)	10/30/2005		<a href="#">View/File</a>
2005 On-Going Quarterly (4th)	01/30/2006		<a href="#">View/File</a>

**Board Actions (Fines and Violations)**

Description	Violation Date	Violation Description	Violation Balance
Open	10/05/2004	Late Filing Violation	\$25.00
Open	11/30/2004	Late Filing Violation	\$49.00

Figure 3 – Organization Overview

## Reports Due (Figure 3)

Information in this section includes:

- **Report Type:** reports scheduled by the BOE
- **Due Date:** the date by which a report must be filed through ERTS.
- **Report Status:** indicates whether the report is past due or rejected.
- **View/File:** provides a link to view and file the report which is due.



To view filings received by the BOE, look under the **Filings** tab (see Figure 28 on page 35).

## Board Actions (Figure 3)

Information in this section includes:

- **Description:** indicates whether a fine or penalty assessed by the BOE is open, paid, revoked or suspended.
- **Violation Date:** the effective date of the BOE action.
- **Violation Description:** a description of the BOE action.
- **Violation Balance:** the current outstanding balance of the fine or penalty.

# Contributions

Clicking on the **Contributions** tab brings you to the Contributions section of ERTS. This is where you enter and manage all contributions received by your organization (Figure 4).

State of Rhode Island  
Campaign Finance Electronic Reporting & Tracking System (ERTS)

Contribution Administration

Welcome back: JOHN Q CANDIDATE  
Last Login: Apr 15 2005 9:14AM  
[Help with this page](#) [Log Off](#) | v 1.5.2 (stage)

Overview **Contributions** Expenditures Filings Reports Admin

Home

Rhode Island Menu  
[Board of Elections](#)  
[Home Page](#)  
[General Information](#)  
[View Filed Reports](#)  
[User Login](#)  
[Search](#)  
 - [Filings](#)  
 - [Contributions](#)  
 - [Expenditures](#)  
[Contact Us](#)  
[Campaign Finance](#)  
[Home](#)  
[Forms](#)  
[Change Pin](#)

**Contribution History (10 most recent Contributions)**

[Add](#) [Find](#)

Donor	Contribution Type	Contribution Date	Deposit Date	Contribution Amount	
MS. LISA K JONES	Individual	03/15/2005		\$300.00	<a href="#">Edit</a>
JOHN Q CANDIDATE	Loan Proceeds	02/15/2005		\$500.00	<a href="#">Edit</a>
	Aggregate - Individual	03/07/2005	03/07/2005	\$370.00	<a href="#">Edit</a>
JANE JONES	Individual	02/19/2005		\$125.00	<a href="#">Edit</a>
MR. JOHN N. SMITH	Individual	01/12/2005		\$50.00	<a href="#">Edit</a>

**Donor Maintenance**  
 By entering the Donor Maintenance area, you as the user will have the ability to search for a donor and to fix any information that is stored about the selected donor.  
[Update a Donor](#)

Figure 4 – Contribution Administration

## Contribution History (Figure 4)

This section allows you to view up to the last 10 contributions entered into ERTS, add new contributions and find and edit contributions already entered into ERTS.

- **Donor:** Name of the donor (if applicable).
- **Contribution Type:** The type of contribution received, such as *Individual*, *Party*, *PAC*, etc.
- **Contribution Date:** The date the contribution was received by the duly appointed campaign treasurer or deputy treasurer.
- **Deposit Date:** The date the contribution was deposited into a campaign account.
- **Contribution Amount:** The amount of the contribution.
- **Edit:** The link allows the editing of contribution information for the last 10 contributions entered into ERTS, but which have not been filed. You will not be able to delete a contribution using the Edit link.

**Add a New Contribution-Individual (Figure 5)**

To add a new contribution from an individual into ERTS:

1. Click on the **Add** button in the Contributions History section (Figure 4), which brings you to the Contribution Entry page. (Figure 5). The Contribution Type "Individual" is the default setting in ERTS (Figure 6).
2. Enter the required Contribution information.
3. Enter the donor's Last Name in the Donor Information area.
4. Click on the **Search** button.
  - a. if Donor Information is already stored in ERTS, select correct name.
  - b. If Donor Information is not already stored in ERTS, enter all required Donor Information and Employer Information
5. Click on the **Submit** button to save contribution in ERTS.
6. Repeat steps 1-5 to continue data entry of contributions received.
7. Click on the **Return** button to go back to the Contribution Administration page.

**Contribution Type**

Contribution Type: Individual

Receipt Date (mm/dd/yyyy):

Deposit Date (mm/dd/yyyy):

Transaction Type: Check

Contribution Amount: \$

**Donor Information**

Prefix: First Name: MI: Last Name: Suffix:

Address1: Address2:

City: State: Zip:

**Employer Information**

Name: Address1: Address2: City: State: Zip:

**Buttons:** Submit, Search, Return

**Annotations:**

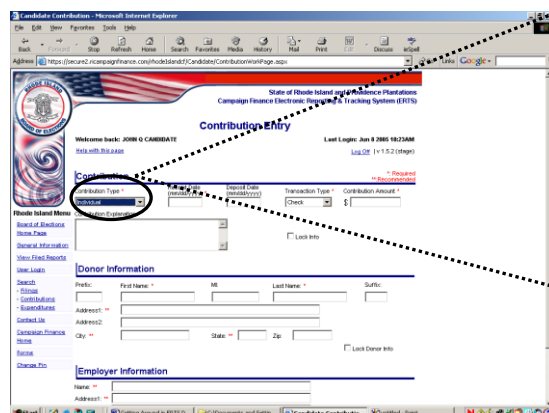
- Contribution Type
- Enter specific information about the contribution here
- Enter required information about the donor here
- Enter required information about the donor's employer here
- Click here to save contribution in ERTS
- Search for the donor
- Click here to cancel entry of the contribution

Figure 5 - Contribution Entry page

**NOTE:** It is important that you utilize the **Search** feature whenever adding contributions in order to maintain an accurate donor database and to ensure compliance with annual contribution limits. ERTS has the capability to warn you if a donor exceeds his or her annual contribution limit set by Rhode Island's campaign finance laws.

## Contribution Type (Figure 6)

Before adding a new contribution, you must select the appropriate Contribution Type from the drop-down list in the Contribution area of the **Contribution Entry** page. The following contribution types are available to select:



The screenshot shows the 'Contribution Entry' page in the ERTS system. The 'Contribution Type' dropdown menu is highlighted with a red circle. A callout bubble points to a detailed list of contribution types.

Contribution Type *
Individual
Individual
Aggregate - Individual
Aggregate - PAC
Aggregate - Party
PAC
Party
Loan Proceeds
In-Kind - Individual
In-Kind - Party
In-Kind - PAC
Interest Received

Figure 6 – Add a Contribution Screen



If you leave a *required* field blank, you will receive a warning message in red text indicating which required fields you failed to correctly enter information into.

## Donor Maintenance (Figure 7)

To update or add Personal or Employment Information for an individual donor previously entered into ERTS by an organization:

1. Proceed to the **Donor Maintenance** area located under the **Contributions** tab on the **Contribution Administration** page (Figure 7).
2. Click on [Update a Donor](#) link, which brings the user to **Donor/Payee Update** page (Figure 8).

State of Rhode Island  
Campaign Finance Electronic Reporting & Tracking System (ERTS)

**Contribution Administration**

Welcome back: Richard E Thornton on behalf of JOHN Q CANDIDATE  
Last Login: Sep 15 2005 9:41AM  
[Help with this page](#) [My BOE Homepage](#) [Log Off](#) | v 1.5.4 (stage)

Overview **Contributions** Expenditures Filings Reports Admin

Home > On Behalf Home

Rhode Island Menu  
[Board of Elections](#)  
[Home Page](#)  
[General Information](#)  
[View Filed Reports](#)  
[User Login](#)  
[Search](#)  
[Filings](#)  
[Contributions](#)  
[Expenditures](#)  
[Contact Us](#)  
[Campaign Finance Home](#)  
[Forms](#)  
[Change Pin](#)

**Contribution History (10 most recent Contributions)**

Donor	Contribution Type	Contribution Date	Deposit Date	Contribution Amount	
ROGER WILLIAMS	Individual	02/01/2005		\$300.00	<a href="#">Edit</a>
MS. LISA K JONES	Individual	03/15/2005		\$300.00	<a href="#">Edit</a>
JOHN Q CANDIDATE	Loan Proceeds	02/15/2005		\$500.00	<a href="#">Edit</a>
	Aggregate - Individual	03/07/2005	03/07/2005	\$370.00	<a href="#">Edit</a>
JANE JONES	Individual	02/19/2005		\$125.00	<a href="#">Edit</a>
MR. JOHN N. SMITH	Individual	01/12/2005		\$50.00	<a href="#">Edit</a>

**Donor Maintenance**

By entering the Donor Maintenance area, you as the user will have the ability to search for a donor and to fix any information that is stored about the selected donor.

[Update a Donor](#)

Figure 7-Donor Maintenance

https://secure2.ricampaignfinance.com/rhodeIslandcf/Candidate/ContributionWorkPage.aspx - Microsoft Internet Explorer

State of Rhode Island  
Campaign Finance Electronic Reporting & Tracking System (ERTS)

**Donor/Payee Update**

Welcome back: JOHN Q CANDIDATE  
Last Login: Apr 19 2005 12:57PM  
[Help with this page](#) [Log Off](#) | v 1.5.2 (stage)

Record Type: ☒ Individual ☐ Organization

**Personal Information**

Prefix First Name MI Last Name Suffix  
 Address1  
 Address2  
 City State Zip

**Employer Information**

Employer Name  
 Employer Address1  
 Employer Address2  
 Employer City State Employer Zip

**Search** **Contribution Home**

Click here to search for an existing Donor or Payee.

Figure 8 - Donor/Payee Update Page/Search for donor individual

3. Click the appropriate Record Type: Individual or Organization
  - a. For Individual, enter the donor's last name into the Last Name field (Figure 8).
  - b. For Organization, enter Organization Name (Figure 9).

https://secure2.ricampaignfinance.com/rhodeIslandcf/Candidate/DonorUpdate.aspx?Page=Contribution - Microsoft Internet Explorer

State of Rhode Island  
Campaign Finance Electronic Reporting & Tracking System (ERTS)

**Donor/Payee Update**

Welcome back: Richard E Thornton on behalf of JOHN Q CANDIDATE  
Last Login: Sep 15 2005 9:41AM  
[Help with this page](#) [My BOE Homepage](#) [Log Off](#) | v 1.5.4 (stage)

Record Type: ☐ Individual ☒ Organization

**Personal Information**

Organization Name  
 Address1  
 Address2  
 City State Zip

**Search** **Contribution Home**

Click here to search for an existing Donor or Payee.

Figure 9-Search for donor

4. Click **Search**

- a. For Record Type: **Individual**, the names of all individual donors previously entered into ERTS by the user's organization will be searched and any matches will be displayed in the Search Results area (**Figure 10**).
- b. For Record Type: **Organization**, the names of all organization payees (i.e. for Interest Received and Refunds/Rebates) previously entered into ERTS by the user's organization will be searched and any matches will be displayed in the Search Results area (**Figure 11**).

Search Results area

Click on the name of the donor to update information

ID	Full Name	Record Date	Address	City, ST, Zip	Employer Name
76652	JANE JONES	Current	789 BLACKSTONE BLVD	PROVIDENCE, RI 02906	ANCHOR BANK
76659	MS. LISA K. JONES	Current	123 SUBURBAN ST	PROVIDENCE, RI 02906	WATERVIEW RESTAURANT

Figure 10 – Search Results for Individual donor

The screenshot shows the ERTS interface with the following elements:

- Search Result area:** A label pointing to the left sidebar menu.
- Click on the name of the donor to update information:** An arrow pointing to the "BLACKSTONE BANK" link in the search results table.

**Search Results Table:**

ID	Full Name	Record Date	Address	City, ST, Zip	Employer Name
76854	<a href="#">BLACKSTONE BANK</a>	Current	789 FINANCIAL WAY	PROVIDENCE, RI 02903	
76866	<a href="#">BANK ONE</a>	Current			

Figure 11-Search results for Organization payee

- Click on the name of the individual donor or organization payee to update/fix.
- Update the individual donor's (Figure 12) or organization payee's (Figure 12.1) information.

The screenshot shows the 'Donor/Payee Update' form with the following sections:

- Update Personal and/or Employer Information:** A label pointing to the 'Personal Information' and 'Employer Information' sections.
- Click Fix to save changes:** An arrow pointing to the 'Fix' button at the bottom of the form.

**Personal Information:**

Record Type: ☒ Individual ☐ Organization

Change Date: [ ]

Prefix: [ ] First Name: [ ] MI: [ ] Last Name: [ ] Suffix: [ ]

MS: [ ] USA [ ] K [ ] JONES [ ]

Address1: [ ]

Address2: [ ]

City: [ ] PROVIDENCE [ ] State: [ ] RI [ ] Zip: [ ] 02906 [ ]

**Employer Information:**

Employer Name: [ ] WATERVIEW RESTAURANT [ ]

Address1: [ ] 522 SEASIDE LANE [ ]

Address2: [ ]

City: [ ] JAMESTOWN [ ] State: [ ] RI [ ] Zip: [ ] 04796 [ ]

**Organization Change History:**

Expire Date	Full Name	Address	City, ST, Zip
Current	MS. TISA K. JONES	123 SUBURBAN ST	PROVIDENCE, RI 02906

Figure 12 – Update Individual Donor Information

https://secure2.ricampaignfinance.com/RhodeIslandCF/Candidate/DonorUpdate.aspx?Page=Contributio - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address https://secure2.ricampaignfinance.com/RhodeIslandCF/Candidate/DonorUpdate.aspx?Page=Contribution

State of Rhode Island  
Campaign Finance Electronic Reporting & Tracking System (ERTS)

**Donor/Payee Update**

Welcome back: Richard E Thornton on behalf of JOHN O CANDIDATE Last Login: Sep 15 2005 9:41AM  
[Help with this page](#) [My BOE Homepage](#) [Log Off](#) | v 1.5.4 (stage)

Record Type: ☐ Individual ☒ Organization

**Personal Information**

Organization Name: BANK ONE

Address1: [Text Box]

Address2: [Text Box]

City: [Text Box] State: [Text Box] Zip: [Text Box]

**Fix** **New Search** **Contribution Home**

Click Fix to save changes

Update Organization Information

Rhode Island Menu  
[Board of Elections Home Page](#)  
[General Information](#)  
[View Filed Reports](#)  
[User Login](#)  
[Search](#)  
 - Filings  
 - Contributions  
 - Expenditures  
[Contact Us](#)  
[Campaign Finance Home](#)  
[Forms](#)  
[Change Pin](#)

start LetterTracking.xls GroupWise - Mailbox ERTS User Manual Dr... https://secure2.ricam... 10:10 AM

Figure-12.1-Update Organization Payee Information

7. Click **Fix** at the bottom-left of the screen to save any changes. (Note: you will be returned to the Contribution Administration page.)

## Add a Contribution-Political Action Committee (PAC) or Political Party Committee

When adding a contribution from a PAC or Party:

1. Go to the **Contribution Administration** page located under the **Contributions** tab.
2. Click on the **Add** button in the **Contribution History** area.
3. Select Contribution Type = PAC or Party from the drop-down list located in the Contribution area of the **Contribution Entry** page. The page will automatically refresh, bringing the user to the correct data entry screen.
4. Enter complete contribution information.
5. In the **Donor Information** area, enter the name of the PAC or Party or a Key #, if known.
6. Click on the **Search** button (Figure 13).  
**Note:** The correct names and addresses of all PACs and Parties registered in RI are stored in ERTS. If the user has difficulty locating a PAC or Party stored in ERTS, enter only the first word in the PAC's or Party's name, or a portion thereof.
7. Click on the appropriate PAC name from the search results (Figure 13).
8. Click on the **Submit** button to save the entry in ERTS (Figure 13.1).

**Contribution**

Select PAC or Party as Contribution Type

Contribution Type \*  Receipt Date (mm/dd/yyyy) \*  Deposit Date (mm/dd/yyyy)  Transaction Type \*  Contribution Amount \*

Contribution Explanation

☐ Previous Aggregate

Enter contribution information  
\*: Required  
\*\*: Recommended

**Donor Information**

☒ Contains ☐ Starts With

PAC Name \*

Key

Enter donor PAC name and click Search

Key	Organization Name	Address	City, State, Zip
278	<u>RI DENTAL PAC</u>	875 CENTERVILLE ROAD	WARWICK, RI 02886

From the search results, click on the name of the appropriate donor PAC

Figure 13-Contribution Entry page for a PAC

**Candidate Contribution - Microsoft Internet Explorer**

File Edit View Favorites Tools Help

Address: https://secure2.ricampaignfinance.com/RhodeIslandCF/Candidate/contribution.aspx

State of Rhode Island  
Campaign Finance Electronic Reporting & Tracking System (ERTS)

**Contribution Entry**

Welcome back: Richard E Thornton on behalf of JOHN Q CANDIDATE Last Login: Sep 15 2005 9:41AM

[Help with this page](#) [My BOE Homepage](#) [Log Off](#) | v 1.5.4 (stage)

**Contribution**

Contribution Type \*  Receipt Date (mm/dd/yyyy) \*  Deposit Date (mm/dd/yyyy)  Transaction Type \*  Contribution Amount \*

Contribution Explanation

**Donor Information**

PAC Name \*

Click Submit button to save entry into ERTS

**Rhode Island Menu**

- [Board of Elections Home Page](#)
- [General Information](#)
- [View Filed Reports](#)
- [User Login](#)
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  - [Contributions](#)
  - [Expenditures](#)
- [Contact Us](#)
- [Campaign Finance Home](#)
- [Forms](#)
- [Change Pin](#)

Figure 13.1-Submit registered PAC/Party contribution

9. If the search for a PAC or Party name ultimately yields no results, add the contribution as an Other Receipt (Figure 14).
10. Click on the **Submit** button to save the entry in ERTS.

**Note:** Accepting a contribution from a PAC or Party not registered in RI is not allowed under RI campaign finance law. A contribution received from an illegal source must be returned to the donor.

**Contribution**

Enter contribution information

Select Other Receipt as Contribution Type

Contribution Type \*  
Other Receipt

Receipt Date (mm/dd/yyyy) \*  
03/03/2005

Deposit Date (mm/dd/yyyy)  
03/03/2005

Transaction Type \*  
Other

Contribution Amount \*  
\$ 250

Contribution Explanation \*  
UNABLE TO IDENTIFY PAC IN ERTS, RECEIVED FROM ABC PAC

Reference Number

Include Explanation and Name of Contributor

Submit

Click Submit button to save entry into ERTS

Return

Figure 14-Add an Other Receipt

### Add an Aggregate Contribution

The filer may elect to report contributions received as an "Aggregate" (Aggregate-Individual, Aggregate-PAC, or Aggregate-Party as the case may be), provided the total received from a single contributor does not exceed \$100 in the calendar year (Figure 14.1).

**Contribution**

Enter Deposit Date

Contribution Type \*  
Aggregate - Individual

Deposit Date (mm/dd/yyyy)  
03/05/2005

Transaction Type \*  
Other

Contribution Amount \*  
\$ 1400

Contribution Explanation  
14 individuals @ \$100 each

Select Aggregate- as Contribution Type

Include Explanation

Enter total aggregate amount per deposit date

Submit

Click Submit button to save entry into ERTS

Return

Figure 14.1-Add an Aggregate Contribution

## Add a Loan Proceeds

A candidate may contribute or loan an unlimited amount of his/her own funds to the campaign account (Figure 14.2).

**Contribution**

Contribution Type \*

Loan Proceeds

Receipt Date (mm/dd/yyyy) \*

Deposit Date (mm/dd/yyyy)

Transaction Type \*

Loan

Contribution Amount \*

\$

Contribution Explanation

Enter contribution information

\*\* Required

\*\* Recommended

Select Loan Proceeds as Contribution Type

**Donor Information**

Prefix:

First Name: \*

MI:

Last Name: \*

Suffix:

Address1: \*\*

Address2:

City: \*\*

State: \*\*

Zip:

Search ERTS for donor name match

**Employer Information**

Name: \*\*

Address1: \*\*

Address2:

City: \*\*

State: \*\*

Zip:

Search

Click Submit button to save entry into ERTS

Submit

Return

Figure 14.2-Add a Loan Proceeds

See page 28 for instructions on how to enter a Repayment of Loan.

## Find a Contribution

A user may need to find a contribution previously entered into ERTS to:

- ◆ [Update](#) or [Edit](#) entry
- ◆ [Delete](#) entry
- ◆ [Return](#) funds to the contributor
- ◆ Record contribution as unavailable due to Non-Sufficient Funds ([NSF](#)).

Searching ERTS for a contribution is done from the **Contributions Administration** page (Figure 15). Click on the **Find** button to access the **Contribution Update** page.

The screenshot displays the 'Contributions Administration' page of the Rhode Island Campaign Finance Electronic Reporting & Tracking System (ERTS). The page includes a navigation menu with tabs for Overview, Contributions, Expenditures, Filings, Reports, and Admin. The 'Contributions' tab is selected. Below the navigation menu, there is a 'Contribution History (10 most recent Contributions)' section. This section contains a table with the following data:

Donor	Contribution Type	Contribution Date	Deposit Date	Contribution Amount	
MS. LISA K JONES	Individual	03/15/2005		\$300.00	<a href="#">edit</a>
JOHN Q CANDIDATE	Loan Proceeds	02/15/2005		\$500.00	<a href="#">edit</a>
Aggregate - Individual		03/07/2005	03/07/2005	\$370.00	<a href="#">edit</a>
JANE JONES	Individual	02/19/2005		\$125.00	<a href="#">edit</a>
MR. JOHN N. SMITH	Individual	01/12/2005		\$50.00	<a href="#">edit</a>

Below the table, there is a 'Donor Maintenance' section with a link to 'Update a Donor'. A red 'Find' button is located at the top right of the contribution history table, and an arrow points to it with the text 'Click Find to search for a contribution'. Another arrow points to the 'Contributions' tab in the navigation menu with the text 'Contribution Administration Page'.

Figure 15- Contribution Administration

At the **Contribution Update** page, enter in information about the contribution you are finding. For example, enter in the last name of the donor and/or the contribution amount (Figure 16). Click **Find Contribution** to yield results.

**Contribution Update**

Welcome back: JOHN Q CANDIDATE      Last Login: Apr 22 2006 8:33AM  
[Help with this page](#)      [Log Off](#) | v 1.5.2 (stage)

**Contribution**

Contribution Type: Please Select      Receipt Date:      Deposit Date:      Transaction Type: All      Contribution Amount: \$ 50.00

Contribution Explanation:      Transaction Number:     

**Donor Information**

Prefix:      First Name:      MI:      Last Name: SMITH      Suffix:     

Address1:     

Address2:     

City:      State:      Zip:     

**Employer Information**

Name:     

Address1:     

Address2:     

City:      State:      Zip:     

**Find Contribution**      **Return**

Figure 16 – Contribution Update page

The results for the search will appear at the top of the page (Figure 17). If no results are displayed, try broadening your search by including less information, such as only the Last Name. If the search yields results, click on one of the options shown to the right of the contribution.

**Contribution search results**

**Contribution options to Edit, Delete, Return, or NSF**

State of Rhode Island  
Campaign Finance Electronic Reporting & Tracking System (ERTS)

Contribution Update

Welcome back: JOHN Q CANDIDATE  
Last Login: Apr 22 2005 8:33AM  
[Help with this page](#) [Log Off](#) | v 1.5.2 (stage)

ID	Donor Name	Contribution Type	Receipt Date	Deposit Date	Contribution Amount	Filed	
142270	MR. JOHN N. SMITH	Individual	01/12/2005		\$50.00	No	<a href="#">Update</a> <a href="#">Delete</a> <a href="#">Return</a> <a href="#">NSF</a>

**Rhode Island Menu**

- [Board of Elections](#)
- [Home Page](#)
- [General Information](#)
- [View Filed Reports](#)
- [User Login](#)
- [Search](#)
  - [Filings](#)
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  - [Expenditures](#)
- [Contact Us](#)
- [Campaign Finance](#)
  - [Home](#)
  - [Forms](#)
  - [Change Pin](#)

**Contribution**

Contribution Type:  Receipt Date:  Deposit Date:  Transaction Type:  Contribution Amount:  \$50.00

Contribution Explanation:  Transaction Number:

**Donor Information**

Prefix:  First Name:  MI:  Last Name:  Suffix:

Address1:  Address2:

City:  State:  Zip:

**Employer Information**

Name:  Address1:

Figure 17 – Contribution search results

The options displayed are:

- [Update](#): Allows you to change/edit details for the contribution.
- [Delete](#): Delete the contribution from ERTS.
- [Return](#): Used if you returned a contribution to a donor
- [NSF](#): Used when a contribution is returned for insufficient funds

## Updating a Contribution (Figure 18)

If you choose to update a contribution you searched for, click the [Update](#) link to be taken to the **Contribution Update** page. Change any details of the contribution which need to be changed. The only detail you **cannot** change is the Contribution Type. Once you are finished, click **Update Contribution**.

The screenshot shows the 'Contribution Update' page in the ERTS system. The page title is 'State of Rhode Island Campaign Finance Electronic Reporting & Tracking System (ERTS)'. The user is logged in as 'JOHN Q CANDIDATE'. The page contains the following sections:

- Contribution Update**: This section contains the following fields:
  - Contribution Type: Individual (dropdown)
  - Receipt Date: 1/12/2005
  - Deposit Date: (empty)
  - Transaction Type: Check (dropdown)
  - Contribution Amount: \$50.00
  - Contribution Explanation: (text area)
  - Transaction Number: (empty)
- Donor Information**: This section contains the following fields:
  - Prefix: MR.
  - First Name: JOHN
  - Mt. H.
  - Last Name: SMITH
  - Suffix: (empty)
  - Address1: 22 SOUTH MAIN ST
  - Address2: (empty)
  - City: PROVIDENCE
  - State: RI
  - Zip: 02904
- Employer Information**: This section contains the following fields:
  - Name: NARRAGANSETT PRINTING
  - Address1: 456 CENTRAL AVE
  - Address2: (empty)
  - City: PROVIDENCE
  - State: RI
  - Zip: 02908

At the bottom of the page, there is a red button labeled 'Update Contribution' and a 'Return' link.

Figure 18 – Updating a Contribution page

## Deleting a Contribution

If you need to delete a contribution you searched for, click the [Delete](#) link (Figure 17) and a modified version of the **Contribution Update** page will display. A confirmation message asking if you wish to delete the contribution will display at the top left of the screen. Click Yes delete the contribution or No to cancel.

## Returning a Contribution

In the event you need to return a contribution to a contributor, search for the contribution and click the [Return](#) link, which will bring up the **Return a Contribution** page (Figure 19). Enter in the amount you are returning to the donor and complete any of the additional fields as needed. Click the **Return Contribution** button to submit the data to ERTS.

Figure 19 – Return a Contribution page

## Non-Sufficient Funds (NFS)

If a donor made a contribution to you with a check and the check was returned by the bank due to Non-Sufficient Funds (NFS), search for the contribution and click the [NSF](#) link to bring up the **NSF Check** page. Enter the date the check was returned and provide a brief explanation. Click the **Continue NSF** button to submit the change to ERTS.

# Expenditures

Clicking on the **Expenditures** tab will bring you to the **Expenditure Administration** section of ERTS. This is where you can enter and manage all the expenditures of your organization.

**Expenditure Administration**

Welcome back: JOHN Q CANDIDATE      Last Login: Apr 26 2005 7:22AM  
[Link with this page](#)      [Log Off](#) | v 1.5.2 (stage)

Overview | Contributions | **Expenditures** | Filings | Reports | Admin

**Expenditure History (10 most recent Expenditures)**

Payee	Expenditure Type	Expenditure Date	Payment Date	Expenditure Amount	
JOHN Q CANDIDATE	Repayment of Loan	03/22/2005		\$250.00	<a href="#">Edit</a>
RENAISSANCE CATERING	AP Repayment	03/01/2005	03/01/2005	\$200.00	<a href="#">Edit</a>
RENAISSANCE CATERING	Account Payable	02/05/2005		\$200.00	<a href="#">Edit</a>
	Aggregate Expenditure	03/25/2005		\$87.50	<a href="#">Edit</a>
GOOD PIZZA CO.	Campaign Expenditure	03/03/2005		\$150.00	<a href="#">Edit</a>
BLACKSTONE BANK	Campaign Expenditure	02/27/2005		\$8.75	<a href="#">Edit</a>
A&L PRINTING INC	Campaign Expenditure	02/25/2005		\$78.52	<a href="#">Edit</a>

**Payee Maintenance**

By entering the Payee Maintenance area, you as the user will have the ability to search for a Payee and to fix any information that is stored about the selected Payee.

[Update a Payee](#)

Figure 20 – Expenditure Administration page

## Expenditure History (Figure 20)

This section allows you to view the last 10 expenditures entered into ERTS. The following detail is provided for each of the contributions:

- **Payee:** The payee for the expenditure
- **Expenditure Type:** This is the type of expenditure.
- **Expenditure Date:** This is the date the expenditure was incurred. This date will be the same as the Payment Date for expenditure types not requiring an expenditure date.
- **Payment Date:** This is the date the expenditure was paid.
- **Expenditure Amount:** The amount of the expenditure.

## Adding a New Expenditure (Figure 21)

To add a new expenditure in ERTS, you must click the **Add** button in the **Expenditure History** section (Figure 20). The **Expenditure Entry** page will then appear (Figure 21). The following sections are found on this page:

- **Expenditure:** Specific Information about the expenditure being added
- **Payee Information:** Required information about the payee to whom the expenditure was paid.

The screenshot shows the 'Expenditure Entry' page in the ERTS system. The page is titled 'Expenditure Entry' and includes a 'Disbursement Type' dropdown menu, 'Expenditure Type' dropdown, 'Expenditure Amount' field, 'Expenditure Date' field, 'Check Number' field, and 'Payee Information' section with fields for Prefix, First Name, MI, Last Name, Suffix, Address1, Address2, City, State, and Zip. A 'Search' button is located below the Payee Information fields. Annotations with arrows point to the 'Disbursement Type' dropdown, the 'Expenditure Amount' field, the 'Payee Information' section, and the 'Search' button.

**Disbursement Type** (Figure 21)

Figure 21 – Entering an Expenditure

Before entering any information for a new expenditure, you must select a *Disbursement Type* from the first scroll box at the upper left of the **Expenditure Entry** page. This is important since the required fields on the page will change depending on the disbursement type selected. The following disbursement types are available for you to select:

- Campaign Expenditure:
- Aggregate Expenditure
- Repayment of Loan
- Refund Contribution
- Account Payable
- AP Repayment

Once you have selected a disbursement type, you may then enter data into the rest of the fields on the page. Be sure to select the appropriate Expenditure Type from the drop-down.



If you leave a *required* field blank, you will receive a warning message in red text indicating which required fields you failed to correctly enter information into.

### Add an Aggregate Expenditure (Figure 21.1)

The filer may elect to report expenditures as an "Aggregate", by Expenditure Type, provided the total paid to a vendor/payee does not exceed \$100 in the calendar year (Figure 21.1).

**Expenditure** \*: Required  
\*\*: Recommended

Select Aggregate Expenditure as Disbursement Type Select Expenditure Type

Disbursement Type \* Expenditure Type \* Expenditure Amount \*

Aggregate Expenditure Donations (All Others) \$ 350

Expenditure Explanation Expenditure Date (mm/dd/yyyy) \*

5 donations \$50 each 03/31/2005

1 donation \$100 Enter last day of reporting period

Include Explanation

Submit Click Submit button to save entry into ERTS Return

Figure 21.1 – Add an Aggregate Expenditure

### Add a Repayment of Loan (Figure 21.2)

Candidates may repay loans contributed to their campaign. ERTS keeps track of the loan amounts and the loan amounts unpaid. When entering a Repayment of Loan, the Expenditure Amount cannot exceed the Loan Amount Unpaid for a Selected Loan. Only one loan can be selected per entry. Multiple entries may be required.

**Expenditure** \*: Required  
\*\*: Recommended

Select Repayment of Loan as Disbursement Type

Disbursement Type \* Expenditure Type \* Expenditure Amount \*

Repayment of Loan Loans Payable \$ 250

Expenditure Explanation Expenditure Date (mm/dd/yyyy) \*

05/04/2009 Enter expenditure details

Check Number Click Select next to the loan you wish to repay

52

	Loaner	Total Loan Amount	Loan Amount UnPaid	Loan Date	Selected Loan
Select	JOHN Q CANDIDATE	\$1,000.00	\$1,000.00	04/01/2008	✓
Select	JOHN Q CANDIDATE	\$500.00	\$0.00	01/30/2005	
Select	JOHN Q CANDIDATE	\$200.00	\$0.00	03/30/2005	

Submit Click Submit button to save entry into ERTS Return

Figure 21.2 – Add a Repayment of Loan

## Add an Accounts Payable (Figure 21.3)

A filer should report an expenditure for goods or services received, but not paid for, as an Accounts Payable and an AP Repayment when the expenditure is paid.

### Expenditure

Disbursement Type \* **Account Payable** Expenditure Type \* **Advertising** Expenditure Amount \* \$ **350**

Expenditure Explanation \*\* **PALM CARDS RECEIVED, INVOICE NOT PAID YET**

Expenditure Date (mm/dd/yyyy) \* **05/08/2005**

Credit Account: **None**

Include Explanation ☐ Previous Aggregate ☐

Annotations: Select Expenditure Type, \*: Required, \*\*: Recommended, Select Accounts Payable as Disbursement Type, Enter expenditure details

### Payee Information

☐ Individual ☒ Organization

Organization Name \* **PAULY PRINTING**

Address1 \*\* **152 ELMHURST AVE**

Address2

City \*\* **CRANSTON** State \*\* **RI** Zip **02911**

Search for Payee or enter Payee Information if Payee is not saved in ERTS

**Search**

**Submit**

Click Submit button to save entry into ERTS

Figure 21.3 – Add an Accounts Payable

**Return**

## Add an AP Repayment (Figure 21.4)

### Expenditure

Disbursement Type \* **AP Repayment** Expenditure Type \* **Refunds/Reimbursements** Expenditure Amount \* \$ **350**

Expenditure Explanation

Check/Pymt Date (mm/dd/yyyy) \* **07/05/2005**

Check Number **55**

Annotations: \*: Required, \*\*: Recommended, Select AP Repayment as Disbursement Type, Enter expenditure details

	Payee	Total Amount	Amount Unpaid	Expenditure Date	Selected Expenditure
<b>Select</b>	PAULY PRINTING	\$350.00	\$350.00	05/08/2005	✓

Click Select next to the AP you wish to repay

**Submit**

Click Submit button to save entry into ERTS

Figure 21.4 – Add an AP Repayment

**Return**

## Searching for a Payee (Figure 21)

Once you have entered a payee and the associated expenditure into ERTS, you do not need to retype the payee's information if there is another expenditure to them from your organization. Select the *Disbursement Type* and enter the required details regarding the expenditure. Type the Payee's last name or organization name into the appropriate field in the Payee Information section, then click **Search**. A list of possible matching payees will appear below the fields. Select the correct payee to which the expenditure was made and the Payee Information will automatically be loaded into all the appropriate fields. Verify all the information for the payee and expenditure are correct and click **Submit** to save the expenditure in ERTS.

It is important that you utilize the Search feature whenever you are adding expenditures. This will allow ERTS to store each of your payees in its database. If you frequently have expenditures to the same payee, this will make it easier as you will not have to enter that payee's information each time.

If you fail to use the Search feature, you more than likely continue creating duplicate payee records for the same individual or organization, which will be problematic if you ever need to update the payee's contact information in the database using the Payee Maintenance section since you will have multiple entries to change for the same payee.

## Payee Maintenance (Figure 20)

If a previous payee has new contact information and you are making another expenditure to that payee, do not add a new expenditure to the payee until you have updated their entry in the database. In the **Payee Maintenance** (Figure 20), click on [Update a Payee](#) and you will be taken to the **Donor/Payee Update** page (Figure 22).

The screenshot shows a web browser window with the URL <https://secure2.ricampaignfinance.com/rhodeIsland/Candidate/DonorUpdate.aspx?Page=Expenditure>. The page header includes the Rhode Island Board of Elections logo and the text "State of Rhode Island Campaign Finance Electronic Reporting & Tracking System (ERTS)". The main heading is "Donor/Payee Update". Below this, it says "Welcome back: JOHN Q CANDIDATE" and "Last Login: Apr 29 2005 1:41PM". There are links for "Help with this page", "Log Off", and "v 1.5.2 (stage)". The "Record Type" section has radio buttons for "Individual" and "Organization". The "Personal Information" section has a "Rhode Island Menu" on the left with links: "Board of Elections Home Page", "General Information", "View Filed Reports", "User Login", "Search", "Fillings", "Contributions", "Expenditures", "Contact Us", "Campaign Finance Home", "Forms", and "Change Pin". The main form area has fields for "Organization Name" (containing "Good Pizza Co."), "Address1", "Address2", "City", "State", and "Zip". At the bottom right of the form are buttons for "Search" and "Expenditure Home".

Figure 22 – Donor/Payee Update page

Once you arrive at the **Donor/Payee Update** page, select whether the payee is an individual or an organization and the fields on the page will change accordingly. Then enter the payee's last name into the Last Name field or enter the name of the organization (if relevant) and click **Search**. ERTS will search the database for all payees with the last name or organization name you specified. All matches will be displayed at the bottom of the page. Click the name of the payee you wish to update (**Figure 22.1**).

The screenshot shows the 'Donor/Payee Update' page in a web browser. The page title is 'State of Rhode Island Campaign Finance Electronic Reporting & Tracking System (ERTS)'. The user is logged in as 'JOHN O CAMBATE' on 'Apr 29 2005 1:49PM'. The 'Record Type' is set to 'Organization'. The 'Personal Information' section contains the following fields: Organization Name (GOOD PIZZA CO.), Address1 (123 PARK AVE), Address2, City (CRANSTON), State (RI), and Zip (02910). The 'Search Results' table at the bottom displays the following data:

ID	Full Name	Record Date	Address	City, St, Zip	Employer Name
76885	GOOD PIZZA CO.	Current	123 PARK AVE	CRANSTON, RI 02910	

Figure 22.1 – Payee update search results

The screenshot shows the 'Donor/Payee Update' page with the 'Personal Information' section filled out. The 'Fix' button is visible at the bottom-left of the screen. The 'Search Results' table is also present, showing the same data as in Figure 22.1.

Figure 22.2 – Edit payee information

Once you have updated the payee's information, click **Fix** at the bottom-left of the screen to save the changes (**Figure 22.2**). You will then be returned to the **Expenditure Administration** page.

### Searching for an Expenditure (Figure 23)

There are times when you may need to search for a specific expenditure to a particular payee. Searching ERTS for an expenditure is done within the **Expenditure Administration** section (**Figure 20**). Click on the **Find** button to access the **Expenditure Update** page (**Figure 23**).

At the **Expenditure Update** page, enter any information about the expenditure as you know. For example, enter in the name of the payee (**Figure 23**).

The results for the search will appear at the top of the page (**Figure 24**). If no results are displayed, try broadening your search by including less information. If the search yields results, click on one of the options shown to the right of the expenditure.

**Expenditure Update**

Welcome back: JOHN Q CANDIDATE      Last Login: Apr 29 2005 1:41PM  
[Help with this page](#)      [Log Off](#) | v 1.5.2 (stage)

**Expenditure**

Disbursement Type \*      Expenditure Type \*      Expenditure Amount \*      Valid MPF Expenditure

Please Select      All      \$ 150.00      \*

Expenditure Explanation      Expenditure Date (mm/dd/yyyy) \*      Check/Pymt Date (mm/dd/yyyy) \*

Ref./Check Number

**Payee Information**

Individual      Organization

Prefix      First Name      MI      Last Name      Suffix

Address1      Address2      City      State      Zip

**Find Expenditure**      **Return**

Then click 'Find Expenditure'

Enter in a known detail about the expenditure such as the amount

Figure 23 – Expenditure Update page

**Expenditure Update**

Welcome back: JOHN Q CANDIDATE      Last Login: Apr 29 2005 1:41PM  
[Help with this page](#)      [Log Off](#) | v 1.5.2 (stage)

**Search Results**

Payee Name	Expenditure Type	Expenditure Date	Payment Date	Amount	Filed
COOD PIZZA CO Food, Beverages and Meals		03/03/2005		\$150.00	No

**Expenditure**

Disbursement Type \*      Expenditure Type \*      Expenditure Amount \*      Valid MPF Expenditure

Please Select      All      \$ 150.00      \*

Expenditure Explanation      Expenditure Date (mm/dd/yyyy) \*      Check/Pymt Date (mm/dd/yyyy) \*

Ref./Check Number

**Payee Information**

Individual      Organization

Prefix      First Name      MI      Last Name      Suffix

Address1      Address2      City      State      Zip

**Find Expenditure**      **Return**

Search results will be listed above

Choose whether to Update the expenditure or Delete it

Figure 24 – Expenditure search results

## Updating an Expenditure (Figure 25)

If you choose to update an expenditure you searched for, click the [Update](#) link to be taken to the **Expenditure Update** page. Change any details of the expenditure that need to be changed. The only detail you **cannot** change is the *Disbursement Type*. Once you are finished, click **Update Expenditure**.

**Expenditure Update page**

State of Rhode Island  
Campaign Finance Electronic Reporting & Tracking System (ERTS)

Welcome back: JOHN Q CANDIDATE  
Last Login: Apr 29 2005 1:41PM  
[Log Off](#) | v 1.5.2 (stage)

**Expenditure**

Disbursement Type \*  
Campaign Expenditure

Expenditure Type \*  
Food, Beverages and Meals

Expenditure Amount \*  
\$ 150.00

Expenditure Date (mm/dd/yyyy) \*  
03/03/2005

Expenditure Explanation  
FOOD FOR STAFF MEETING

**Payee Information**

Individual Organization  
Prefix First Name MI Last Name/Organization Name Suffix  
123 PARK AVE  
CRANSTON RI Zip 02910  
GOOD PIZZA CO.

**Update Expenditure** **Return**

**Update the expenditure details**

**Verify the payee information is accurate**

Click "Update Expenditure" to submit the updated expenditure to ERTS

Figure 25 – Expenditure Update page

## Deleting an Expenditure

If you need to delete an expenditure you searched for, click the [Delete](#) link (Figure 24) and a modified version of the [Expenditure Update](#) page will display. A confirmation message asking if you wish to delete the expenditure will display at the top left of the screen. Click Yes to delete the expenditure or click No to cancel (Figure 26).

Delete confirmation message, click Yes or No

**Expenditure Update**

Welcome back: JOHN Q CANDIDATE Last Login: Apr 29 2005 1:41PM  
[Help with this page](#) [Log Off](#) | v 1.5.2 (stage)

Are you sure you want to delete Record 13518 .

**Rhode Island Menu**

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- [Forms](#)
- [Change Pin](#)

**Expenditure**

Disbursement Type \*  Expenditure Type \*  Expenditure Amount \*  Valid MPF Expenditure \*\*Recommended

Expenditure Explanation  Expenditure Date (mm/dd/yyyy) \*  Check/Pymt Date (mm/dd/yyyy) \*

Ref./Check Number

**Payee Information**

☒ Individual ☐ Organization

Prefix  First Name  MI  Last Name  Suffix

Address1

Address2

City  State  Zip

Figure 26 – Delete Expenditure confirmation page

## Filing Reports

Clicking on the **Filings** tab in the **Organization Overview** page will bring you to the **Filing Administration** page where the user may submit filings to the Board of Elections and review filings already submitted.

**Filing Administration**

Welcome back: JOHN Q CANDIDATE      Last Login: May 2 2005 9:36AM  
[Help with this page](#)      [Log Off](#) | v 1.5.2 (stage)

Overview | Contributions | Expenditures | **Filings** | Reports | Admin

**Filing History**

Report Type	Due Date	Report Status	Original Filed	Amended	Amend View
Notice of Organization - (CF-1)		Received by BOE	Apr 14 2005 7:58AM	No	<a href="#">Amend View</a>
2004 On-Going Quarterly (4th)	01/30/2005	Received by BOE	Jan 30 2005 2:16PM	Yes	<a href="#">Amend View</a>
2004 28 Days After Election	11/30/2004	Received by BOE	Dec 12 2004 9:03AM	Yes	<a href="#">Amend View</a>
2004 7 Days Before Election	10/26/2004	Received by BOE	Oct 25 2004 8:34AM	No	<a href="#">Amend View</a>
2004 28 Days Before Election	10/05/2004	Received by BOE	Oct 7 2004 3:09PM	No	<a href="#">Amend View</a>
2004 On-Going Quarterly (2nd)	07/30/2004	Received by BOE	Jul 30 2004 12:12PM	Yes	<a href="#">Amend View</a>
2004 On-Going Quarterly (1st)	04/30/2004	Received by BOE	Apr 29 2004 11:12AM	Yes	<a href="#">Amend View</a>

**Reports Due**

Report Type	Due Date	Report Status	View/File
2005 On-Going Quarterly (1st)	04/30/2005	Past Due	<a href="#">View/File</a>
2005 On-Going Quarterly (2nd)	07/30/2005		<a href="#">View/File</a>
2005 On-Going Quarterly (3rd)	10/30/2005		<a href="#">View/File</a>
2005 On-Going Quarterly (4th)	01/30/2006		<a href="#">View/File</a>

**Submit a Non-Scheduled Filing**

[CF - 1: Notice of Organization](#)  
[CF - 5: Affidavit for Annual Filing Exemption](#)  
[CF - 7: Affidavit Dissolving Campaign Account](#)

Figure 27 – Filing Administration section

## Filing History (Figure 27)

The **Filing History** area contains all the filings submitted to the Board of Elections. You can view both the electronic and scanned original (if any) version of the filing.

- **Report Type:** This is the report type which was filed.
- **Due Date:** The date the report was due.
- **Report Status:** Indicates whether the report was received or not.
- **Original Filed:** Indicates date the report was filed.
- **Amended:** Indicates whether the report has been amended or not.
- [Amend:](#) Click to amend the report
- [View:](#) Click to view the report

## Reports Due (Figure 27)

The Reports Due area allows you to easily see the status of various report types. The report status column will indicate whether the report is past due. This area displays:

- [View/File:](#) Click to electronically file the report through ERTS.

## Filing a Report (Figure 28)

Once the data entry of all contributions and expenditures has been completed and you are ready to file a **report which is scheduled in the Reports Due section**, click the [View/File](#) link next to the report you wish to file (Figure 27). The CF-2 Summary of Campaign Activity screen (Figure 28) page will appear. Verify the Candidate, Treasurer or Organization name and contact information are correct.

**State of Rhode Island**  
Campaign Finance Electronic Reporting & Tracking System (ERTS)

**Summary of Campaign Activity**

Welcome back: JOHN Q CANDIDATE  
Last Login: May 4 2005 2:11PM  
[Help with this page](#) [Log Off](#) | v 1.5.2 (stage)

**CF-2 Summary of Campaign Activity**

Candidate: JOHN Q CANDIDATE  
Office Running For: City/Town Council

Treasurer:

Full Name JOHN Q CANDIDATE	Key # 6060	Type of Report 2005 On-Going Quarterly (1st)
Address 100 ELM STREET ANYTOWN, RI 00000		<input type="button" value="Refresh"/>
Reporting Period 01/01/2005 - 03/31/2005	Phone (401) 555-1212	
Office Being Sought City/Town Council		

**REPORT OF CASH TRANSACTIONS**

1. BEGINNING CASH BALANCE	\$0.00
2. CASH RECEIPTS	
a. CONTRIBUTIONS FROM:	
1. Aggregate	370.00
a. (Individuals)	370.00
b. (Political Parties)	0.00
c. (Political Action Committees)	0.00
2. Individuals	475.00
3. Political Parties	0.00
4. Political Action Committees	0.00
5. Loan Proceeds	500.00
6. Payroll Check Off	0.00
7. Interest	0.00
8. State Check Off	0.00
9. Refund/Rebate	0.00
10. Party Building	0.00
11. Matching Public Funds	0.00
12. Other	0.00
13. Returned Contributions	0.00
14. Returned Checks	0.00

**REPORT OF CAMPAIGN FUND STATUS**

7. CASH	\$570.23
8. OTHER ASSETS:	
ASSETS	\$570.23

Callouts: Personal and Organization Information, Beginning cash balance, Cash receipt, Office running for (if applicable), Refresh the data in the report, Assets.

Figure 28 – CF-2 Summary of Campaign Activity Upper

**ASSETS**

7. CASH	\$570.23
8. OTHER ASSETS:	
9. TOTAL ASSETS:	\$570.23

**LIABILITIES AND FUND BALANCE**

10. LIABILITIES	
a. ACCOUNTS PAYABLE:	\$0.00
b. LOANS PAYABLE:	250.00
c. OTHER LIABILITIES:	
11. TOTAL LIABILITIES	250.00
12. TOTAL FUND BALANCE	\$320.23
13. TOTAL LIABILITIES/ FUND BALANCE	\$570.23

**REPORT OF IN-KIND CONTRIBUTIONS**

6. TOTAL VALUE OF IN-KIND CONTRIBUTIONS	0.00
---	------

Callouts: Total cash available, Ending Cash Balance, Re-calculate the report, File the report, View the report's CF-3 page, View the report's CF-4 page, Cancel.

Figure 28.1 – CF-2 Summary of Campaign Activity Lower Screen

The summary totals of all contributions and expenditures entered into ERTS will autofill the **CF-2 Summary of Campaign Activity**. Once you have verified that all of the fields are accurate, click **File** to submit the report to ERTS (Figure 28.1). A confirmation dialog box will appear asking you if you are sure you want to file the report (Figure 29). Click **OK** to submit the report or click **Cancel** to return to the **CF-2 Summary of Campaign Activity** screen without filing the report.

The screenshot shows the 'City/Town Council' report page. The left sidebar contains links: Campaign Finance, Home, Forms, and Change Pin. The main area is divided into two columns. The left column, titled 'REPORT OF CASH TRANSACTIONS', includes sections for '1. BEGINNING CASH BALANCE', '2. CASH RECEIPTS' (with sub-sections a and b), '3. TOTAL CASH AVAILABLE', '4. CASH DISBURSEMENTS' (with sub-sections A, B, C, D, E, and F), and '5. OTHER RECEIPTS'. The right column, titled 'REPORT OF CAMPAIGN FUND STATUS', includes '7. CASH', '8. OTHER ASSETS', '9. TOTAL ASSETS', '11. TOTAL LIABILITIES', '12. TOTAL FUND BALANCE', and '13. TOTAL LIABILITIES/ FUND BALANCE'. A confirmation dialog box from Microsoft Internet Explorer is overlaid in the center, asking 'Do you really want to FILE this report?' with 'OK' and 'Cancel' buttons. An arrow points from the text 'Confirmation dialog box' to the dialog box. At the bottom of the report area are buttons for 'Re-Calculate', 'File', and 'View CF-3'.

Figure 29 – Confirmation dialog box

The screenshot shows the 'Rhode Island Reports - Microsoft Internet Explorer' window. The address bar shows the URL: https://secure2.ricampaignfinance.com/rhodeislandcf/Files/CF-2.aspx?FilingID=4504185eqID=. The page features the Rhode Island Board of Elections logo on the left. The main content area has a header with 'State of Rhode Island' and 'Campaign Finance Electronic Reporting & Tracking System (ERTS)'. Below this is a 'View Document' link. A message states: 'Welcome back: JOHN Q CANDIDATE' and 'Last Login: May 10 2005 11:13AM'. A large red banner reads: 'Your Filing has been successfully saved. To view click the link below.' Below the banner is a 'Click here to View Report' link. A 'Return' button is also present. At the bottom, a note states: 'In order to view the reporting forms for the Rhode Island Electronic Reporting and Tracking System, you will need to have Adobe Acrobat Reader loaded on your computer. You can download it for free by clicking on the Get Acrobat Reader image below.' An 'Adobe Get Acrobat Reader' logo is shown at the bottom.

Figure 30 – Filing confirmation screen

Once ERTS has successfully saved your report, you will see a filing confirmation screen (Figure 30). Click [“Click here to View Report”](#) if you wish to view and print a paper copy of the report you filed.

### Amending Filed Reports (Figure 31)

If you need to amend a report you have already filed, you may submit an amended report to the Board of Elections through ERTS. Proceed to Contributions (page 9) and/or Expenditures (page 26) for instructions on adding, updating, or deleting transactions in ERTS. Once the data entry is completed, submit an amended report by clicking on the **Filings** tab to get to the **Filing Administration** page (Figure 31). Under the **Filing History** area of the page, locate the report you wish to amend and click the [Amend](#) link next to the report.

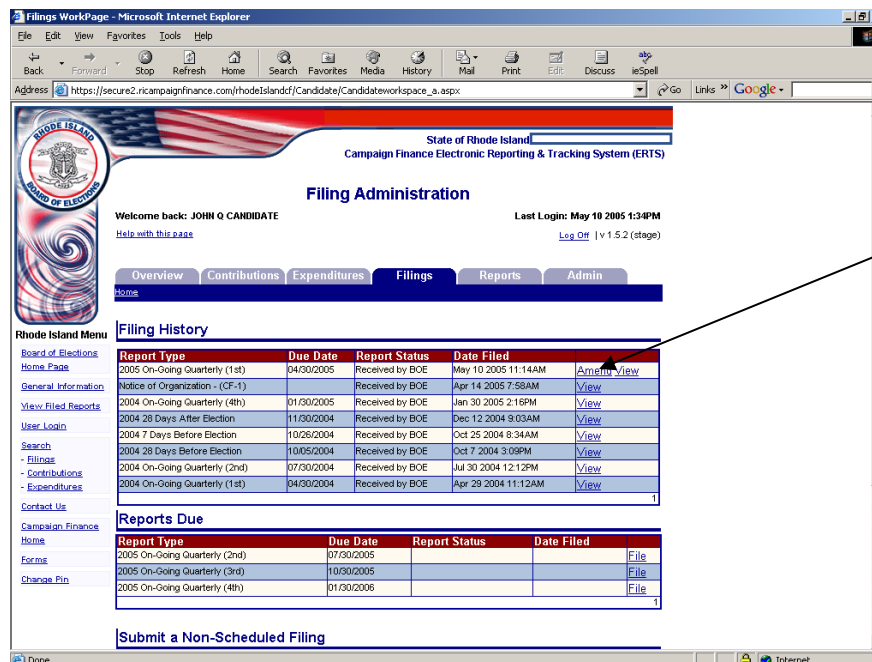


Figure 31 – Amending a report through the Filing Administration page

Once you click the [Amend](#) link, you will be taken to the **CF-2 Summary of Campaign Activity** page, as you were when you initially filed the report. Verify the changes you have made are incorporated into the amended filing and click **File** to submit the report to the Board of Elections through ERTS.

A confirmation dialog box will appear asking you to confirm if you want to file the report. Click **OK** to submit the amended filing or click **cancel** to not submit the filing. If you click **OK** to file the report, a confirmation screen will appear informing you that your report has been filed. It is recommended you print this report for your records.



If the cash balance is changed after amending a report, be sure to amend subsequent reports to carry forward the updated cash balance.

## Submit a Non-Scheduled Filing (Figure 27)

The Non-Scheduled Filing area contains the filings that may be submitted to the Board of Elections, that are not scheduled in the Reports Due section. These filings include:

- **CF-1 Notice of Organization:** This form is used to register a candidate, officeholder, political party committee or PAC with the Board; and/or to appoint/designate or change a campaign treasurer and deputy treasurer(s).
- **CF-5 Affidavit for Annual Filing Exemption:** This affidavit, when filed, exempts a campaign finance treasurer from filing the scheduled periodic reports of contributions received and expenditures made for a specific report year. Thereafter, a Summary of Campaign Activity (CF-2); a Schedule of Contributions Received (CF-3); and a Schedule of Expenditures (CF-4) must be filed no later than the last day of the month next following the end of the reporting year to report any campaign finance activity occurring within said reporting year.
- **CF-7 Affidavit Dissolving Campaign Account:** This affidavit, when filed by a campaign treasurer, certifies that there are no remaining campaign funds, the campaign has completed its business and is thereby dissolved.

## Creating Activity Reports

Through ERTS, you have the capability to view and print activity reports for your organization. Activity can include any of the following items:

- Contributions
- Expenditures
- Loan Status
- Account Payable Status
- AP Repayment Status

The report can be customized according to a variety of criteria including: election cycle, date range, contribution type, donor last name, organization name, amount, filing status, and contribution status. Additionally, you can choose to create a summary report or a detailed report.

To create a report for your organization, click on the **Reports** tab on the Navigation Bar. This will take you to the **Organization Reports** page (Figure 32). Select the criteria on which you wish to base the report.

Rhode Island Board of Elections - Microsoft Internet Explorer

Address: https://secure2.ricampaignfinance.com/RhodeIslandCF/Candidate/Reports/ReportWorkPage.aspx

### Organization Reports

Welcome back: JOHN Q CANDIDATE Last Login: May 10 2005 1:35PM  
[Help with this page](#) [Log Off](#) | v 1.5.2 (stage)

Overview Contributions Expenditures Filings **Reports** Admin

#### Reports

I want to view: **Contributions**

Select report criteria:

Election Cycle: 2005 Election

Date From: 01/01/2005 Thru: 12/31/2005

Contribution Type: All

Donor Last Name or Organization Name: First Name:

City: State: Zip Code:

At Least Amount:

Filing Status: ☒ All ☐ Filed ☐ Un-filed

Contribution Status: ☒ All ☐ Complete ☐ Incomplete

Report Type: ☒ Summary ☐ Detail

Sum Report By: Contribution Type

[Sort instructions:](#)

Figure 32 – Organization Reports upper screen

Figure 33 - Organization Reports lower screen

Click **View/Print Report** and ERTS will display your report onscreen (Figure 33). The report is formatted to be easily printed. To print the report, right-click anywhere on the screen and select 'Print', or export detail to comma delimited file (Excel). Click on **Return** to go back to the criteria selection page for another report. (See Figure 34).

**Rhode Island Board of Elections**  
**Campaign Finance Electronic Reporting & Tracking System (ERTS)**  
**JOHN Q CANDIDATE**  
**Contribution Report**  
**01/01/2005 - 12/31/2005**

**Summary Totals** Results per page: 10

Summary Groupings	Total
Individual	\$775.00
Aggregate - Individual	\$370.00
Loan Proceeds	\$500.00
Repayment of Loan	(\$250.00)

**Contributions** (Export Detail to comma delimited file) Results per page: 15

Donor	Employer	Type	Amount	Receipt Date	Deposit Date	ShowDetails...
CANDIDATE, JOHN Q		Repayment of Loan	(\$250.00)	03/22/2005		ShowDetails...
SMITH, MR. JOHN N.	NARRAGANSETT PRINTING	Individual	\$50.00	01/12/2005		ShowDetails...
JONES, JANE	ANCHOR BANK	Individual	\$125.00	02/19/2005		ShowDetails...
		Aggregate - Individual	\$370.00	03/07/2005	03/07/2005	ShowDetails...
CANDIDATE, JOHN Q	JOHN Q SMITH LAW OFFICES	Loan Proceeds	\$500.00	02/15/2005		ShowDetails...
JONES, MS. LISA K	WATERVIEW RESTAURANT	Individual	\$300.00	03/15/2005		ShowDetails...
WILLIAMS, ROGER	WILLIAMS & WILLIAMS ESQ	Individual	\$300.00	02/01/2005		ShowDetails...

Figure 34 - Report

## Reviewing Pending Contributions and/or Expenditures

It is important to review pending contributions and pending expenditures before and after filing a report. This will help you identify which transactions you have already entered into ERTS or which transactions remain unfiled after filing a report. The pending contributions and pending expenditures totals can be located on the [Organization Overview](#) page (Figure 35).

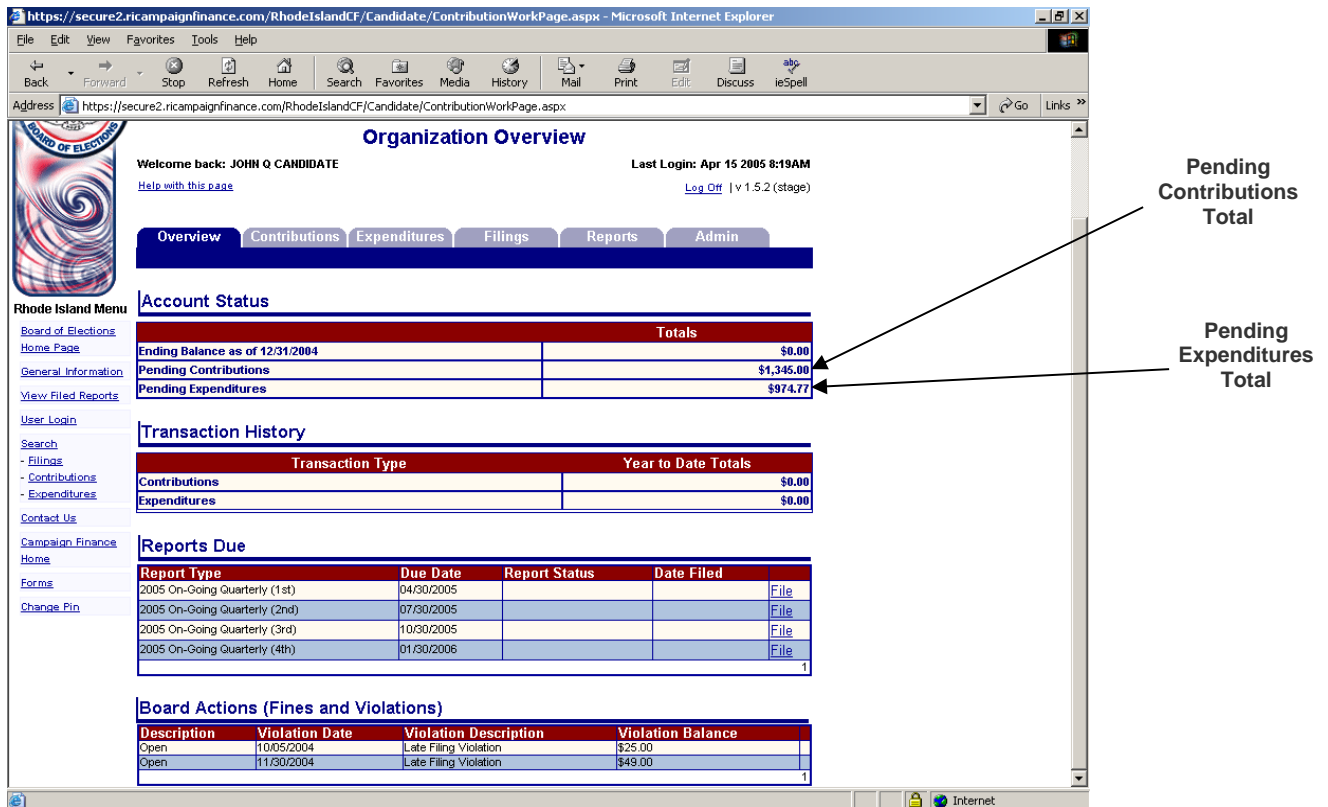


Figure 35 – Pending Contributions & Pending Expenditures Totals

To review pending contributions or pending expenditures, click the **Reports** tab and select Contributions or Expenditures in the **I want to view** drop-down menu. Select **Un-filed** in the **Filing Status** section (Figure 36) and click the **View/Print Report** button at the bottom (Figure 33). The pending transactions will be displayed (Figure 34).

Refer to page 24 if any contributions need to be updated or deleted and pages 33-34 to update or delete any expenditures. If a transaction needs to be filed after updating, refer to page 38 on how to amend a filed report.

Overview Contributions Expenditures Filings **Reports** Admin

[Home](#) > On Behalf Home

## Reports

I want to view: **Contributions** ← Select Contributions or Expenditures in Drop-Down

Select report criteria: Expenditures  
Loan Status  
Account Payable Status  
AP Repayment Status

Election Cycle:

Date From:  Thru

---

Contribution Type:

Donor Last Name or Organization Name:  First Name:

City:  State:  Zip Code:

---

At Least Amount:

Filing Status: ☐ All ☐ Filed ☒ Un-filed ← Select Un-filed for Filing Status

Contribution Status: ☒ All ☐ Complete ☐ Incomplete

Report Type: ☒ Summary ☐ Detail

---

Sum Report By:

**Sort instructions:**

Column Order

Direction

Figure 36 – Organization Reports Upper Screen



If you are unsure why a pending contribution or pending expenditure is not filed, be sure to check for incorrect dates (e.g. year input as 2002, instead of 2020) or if the date of the contribution or expenditure falls outside of the reporting period for the report you filed.